EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Human Resources Generalist
Department	Human Resources
Reports To	Human Resources Manager
Classification	Hourly
Location	District Office
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Human Resources Generalist works directly with the Human Resources Manager and Executive Director of Human Resources to perform daily functions of the Human Resources department including recruitment and hiring of staff, administering employee leave benefits, and enforcing District policies and practices.

Essential Job Functions

- Answers the phone, greets visitors, answers questions, and provides information as requested.
- Provides guidance and assistance to district staff and community members in answering questions and uses good judgment in making appropriate decisions to respond to situations when a supervisor is not available.
- Works closely with administrators and managers to meet their needs and assist with the hiring process. This includes managing postings, maintaining vacancy information, maintaining, and monitoring application materials, and assisting with interview process.
- Serves as a positive public relations advocate for the department, including dissemination of department information.
- Prepares and maintains a variety of processes and related paperwork for the Employee Handbook, supervision and evaluation, licenses, transcripts, and all others as requested.
- Assists staff and applicants with human resources related requests for information and documents.
- Maintains the electronic filing system and other record keeping systems to ensure accurate records and files including personnel files, salary schedules, and licensure information.
- Maintains accurate files and records and processes incoming correspondence as instructed.
- Calculates salary information and works with applicants throughout the offer and onboarding process.
- Types contracts and related documents, secures appropriate signatures, and tracks documents through the approval process.

- Coordinates new staff orientation and onboarding procedures and communicates appropriately with all involved parties.
- Prepares staff and candidate correspondence including contracts and letters of intent.
- Organizes and maintains employee files; follows up with employee as necessary.
- Works with new hires and student teachers to ensure required paperwork is completely and accurately processed.
- Performs data entry and tracking for the district's evaluation process, extra duty or increment assignments, and the In-service Verification process.
- Monitors and works with staff absences and absence reporting.
- Performs tasks and assists staff with regulations of the Federal and Wisconsin Family and Medical Leave Acts, and the regulations of the Americans with Disabilities Act.
- Processes and monitors the workers' compensation program; communicates with worker compensation insurance carrier, medical providers, injured employees, and staff; trains management on proper protocols for incidents.
- Acts as a back-up to the Executive Assistant and attends meetings and takes notes and minutes as assigned.
- Serves on District committees as assigned.

Ancillary Job Functions

- Maintains department web page.
- Assists with department budget activities.
- Assists in preparation of reports and other department material.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate's degree.
- Minimum of three years of related professional experience.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate or Bachelor's degree in Human Resources, Business Management, Marketing, or related field.
- Five years or more of related professional experience.
- PK-12 building level experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Strong Microsoft Office (Excel, Word, PowerPoint, and Outlook) knowledge.
- Strong Adobe Acrobat knowledge and ability.
- Ability to provide reporting in various forms.
- Office management skills.
- Ability to multitask, adapt to change, and work independently.
- Ability to provide services with a high degree of confidentiality.

- Ability to interact with the staff, co-workers, and the public in a friendly, service-oriented manner.
- Ability to operate a variety of office machines.
- Ability to maintain and create content for webpage.
- Ability to initiate, moderate, and maintain a variety of social media and other web-based communications and networks.
- Demonstrates an understanding and use differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and hear.
- Frequently required to sit and work at a desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp and reach.
- May be required to lift up to 10 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.